



Vendor Number Reactivation Form-B

(for reactivation of a vendor number)

Please complete this form and return to Legal Services Society if you are applying to:

- reactivate your vendor number, or
- reactivate your LSS Online account.

Existing LSS vendor number:

LSS Online User Name - Issued by LSS

Sign and fax it to 604-682-7967, or email it to finance.support@lss.bc.ca. If you have any questions, please call 604-601-6111.

Name _____

Law Society no. _____

First called to bar _____
Month / Day / Year

Province _____

Please provide the following if applicable:

Gender: Male Female

GST/HST no. _____

WorkSafeBC no. _____

Primary Address

Your primary address is where we will send all correspondence including updates, notices, and payments.

Firm and/or c/o name _____

Street address _____

City _____ Province _____ Postal code _____

Phone no. _____ Fax no. _____ Cell no. _____

Message no. _____ Toll-free no. _____

General email _____ (mandatory)

Contract Address (if different than address above)

Your contract address is where contracts are sent. Your primary and contracts addresses may be the same.

Firm and/or c/o name _____

Street address _____

City _____ Province _____ Postal code _____

Phone no. _____ Fax no. _____ Cell no. _____

Message no. _____ Toll-free no. _____



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Please mark the **appropriate boxes** to indicate why your vendor number was previously deactivated.

- ceased being a member of the Law Society of British Columbia
- became a non-practising or retired member of the Law Society of British Columbia
- voluntarily deactivated my vendor number
- Legal Services Society deactivated my vendor number
- other _____

If known, please provide the date when your vendor number was deactivated: _____

Please provide any additional information in the space below, outlining details as to why your vendor number was deactivated.

If LSS deactivated your vendor number, you must demonstrate that the reasons for the deactivation have been addressed.

Signature: _____

Date: _____

The *LSS Tariffs* and billing forms are on the LSS website at www.legalaid.bc.ca under "Lawyers." For assistance with tariffs and LSS Online, contact the Lawyer Services Department at 604-601-6155 or 1-888-401-6206, or email lawyer.support@lss.bc.ca.

An email notification from lawyer.support@lss.bc.ca will be sent when your private bar vendor number and LSS Online access user name has been reactivated.

If your direct deposit information has changed, please complete the Lawyer Direct Deposit Form-C, attach a VOID cheque and include it with this document when emailing to finance.support@lss.bc.ca.

Please whitelist the above two email addresses to prevent our responses from going into your spam folder.



In order to reduce the carbon footprint the original completed forms are not required by our office. Thank you.